



2018

**Annual Security
and
Fire Safety Report**

September 20, 2019

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Introduction

At CSE, the safety and well-being of our students, faculty, staff and guests are our highest priority. Maintaining a safe and secure campus is a shared responsibility that we all have.

In compliance with the Federal Student Right-to-Know and Campus Security Act of 1990, Public Law 101-542 as amended into the Jeanne Clery Act of 1998, the revisions of the Higher Education Opportunity Act of 2008 (HEOA), and the Violence Against Women Reauthorization Act (VAWA) signed into law on March 7, 2013, I am pleased to provide you with this copy of the 2017 Annual Security and Fire Safety Report for the College of Saint Elizabeth (CSE).

This report contains important information about safety and security at CSE. In addition to providing statistics about crime and fire safety on the CSE campus for the past three years (2018 - 2016), it also describes the many ways in which we strive to keep the CSE Community safe with our crime prevention and security programs for students and employees. The statistics demonstrate that CSE is an extremely safe campus. These crime statistics are also reported to federal agencies as mandated.

CSE focuses on emergency management operations in the unlikely event that an incident that represents a serious threat to our community should occur. The Security Department is committed to working with our local first responders and our community to achieve our shared goal: a safe and welcoming campus environment. The Security Officers are here to be of service and assist 24 hours a day, seven days per week, year-round.

We value our strong partnership with our local, county and state agencies. At every opportunity, we work to collaborate with them to continuously improve our emergency preparedness and response procedures. We realize our success depends upon these relationships and we will continue to foster them.

If you have any questions or would like further information about safety and security at the College of Saint Elizabeth, please contact the Security Department at (973) 290-4090.

Thank you,

Michael D. Fescoe
Vice President
Finance and Administration

Campus Safety & Security

Campus safety and security at the College of Saint Elizabeth is a shared responsibility. We are concerned about the safety and welfare of our students, faculty, staff and guests: and we are committed to providing a safe and secure campus environment. Clearly, the best protection is an aware, informed, alert Campus Community who uses good judgment and caution coupled with a strong security presence. In accordance with Section 485 (a) and (f) of the Higher Education Act, also known as the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**, the following is a summary of information concerning campus security procedures and crime statistics.

The Campus Security Act requires colleges and universities to:

- Publish an annual report each year by October 1 that contains three years of campus crime statistics and certain campus security policy statements.
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other College officials who have “significant responsibility for student and campus activities,”
- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees,” establish a policy on missing students and maintain a Fire Log for student residences.
- Disclose in a public crime log “any crime that occurred on campus...or within the patrol jurisdiction of Campus Security and is reported to the Campus Security group,”
- Comply with all the provisions of the Higher Education Opportunity Act of 2008 including Missing Student Policy, Fire Log, Timely Warnings, Emergency Preparedness and Response and the Violence Against Women Reauthorization Act (VAWA) effective March 7, 2013.

The CSE Office of Finance and Administration is responsible for preparing and distributing this report. We work with many other departments and agencies, such as the Offices of the V.P. Student Life, Student Engagement, V.P. Academic Affairs, Human Resources, Residence Life, Campus Security Authorities, the Florham Park and Morris Township Police Departments, and many other law enforcement jurisdictions to compile the information. The Annual Campus Security Report is available to all current and prospective students and applicants.

Security at the Campus of Saint Elizabeth is provided by officers from SSC, Inc. (Security Solutions Corporation), a contract security provider. The security coverage is 24 hours a day, seven days a week for the entire Campus Community. All security officers are registered with the State of New Jersey and have completed the Security Officer Registration Act (S.O.R.A.) which is required by the State. All officers are certified in CPR, automated external defibrillator (AED), and First Aid. Security is under the direction of the Vice President for Finance and Administration.

The overwhelming majority of our students, faculty, staff and guests never experience crime at the College of Saint Elizabeth. However, crimes sometimes occur. This information is provided because of our commitment to campus safety and security and is in compliance with this disclosure. The information is compiled by the Office of the Vice President for Finance and Administration and is available to students, faculty and staff in hard copy form throughout the college campus. An email notification is sent to the entire community with a link to the report, and it is also made available via the college website for review

and printing. The following report is a summary of information for the calendar year 2017.

Incident Reporting

It is the responsibility of every member of the College Community (administrators, faculty, staff and students) to immediately report any incident that occurs on the campus that is disruptive, causes harm, loss or damage to a person or to personal or real property including when the victim of a crime elects to or is unable (mentally/physically) to make such a report. Any unacceptable or offensive behavior, criminal act, medical emergency, injury to persons, theft, auto accident, fire, vandalism, damage to buildings or equipment should also be reported immediately.

Free professional, confidential counseling and medical services are available to student crime victims through the Wellness Center located in Founders Hall at x4175. Non-student victims will be referred to appropriate resources in the local community. Pastoral counseling is available through the Campus Ministry Office at x4240. Although clinical and pastoral counselors functioning within the scope of his/her duties are required to inform clients of crime reporting procedures, the decision to do so is strictly voluntary on the part of the client. Therefore, the inclusion of crime statistics reported to counselors or clergy is not required and may not be included in the campus crime statistics. If medical assistance is required, student victims of crime are encouraged to seek aid from the Health Center in Founders Hall at x4175; all others should call 911.

Reporting Procedures:

In cases where there is need for emergency assistance by local police, fire or medical personnel, go to the nearest phone and dial 911 to reach the Florham Park Police and then notify Campus Security at x4090.

In all cases, both emergency and non-emergency, an Incident Report must be completed within 24 hours using our online reporting system called CSE Advocate. <http://www.cse.edu/incidentreporting>

This reporting system includes Campus Incident Reports and CSE CARE Reports, which are confidential for reporting persons of concern and Missing Persons Reports. All incident reports are now completed online in this system and then routed to the responsible administrators including: the V.P. for Finance and Administration (973-290-4498) and one or more of the following: the V.P. Academic Affairs (973-290-4418) when faculty are involved; the V.P. for Student Life (973-290-4203) when students are involved; or when it involves a staff employee, to his/her supervisor and to the Office of Human Resources (973-290-4478) if it is a work related accident/injury.

Prompt filing of the CSE Advocate Incident Reports enable the V.P. for Finance and Administration, the V.P. for Student Life and/or the Director of Security to issue Timely Warnings to the Campus Community if deemed necessary.

Members of the College Community are encouraged to report and may also anonymously report criminal incidents including when the victim of a crime elects to or is unable (mentally/physically) to make such a report. All reports of crime are included in the annual statistical crime report.

Cf: Student Handbook and College Employee Handbook.

Response to Reported Incidents

When there is an emergency or a criminal action that endangers some or all members of the Campus Community or its neighbors, the President (or her designee) will consult with the appropriate administrator and local authorities to establish a plan of action including the means of communicating with all persons affected or at risk. For other incidents, the administrator within whose scope of responsibility it occurs is responsible for evaluating possible reoccurrence and future risk potential. Based on this assessment, she/he will recommend corrective policy and/or procedure to the President. The College will take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Timely Warnings

The College Community will be notified in a timely manner of any crime reported that is deemed to pose a threat to our Campus Community so that additional security precautions can be taken by all individuals who might be at risk. The institution will withhold the names of victims and other information deemed to be confidential. An institution is not required to provide a security alert/timely warning to the College Community with respect to crimes reported to a pastoral or professional counselor.

Timely warnings will be issued to the Campus Community through any or all of the means listed below:

- Messages placed on Send Word Now mass emergency telephone/text notification system
- Campus wide e-mail and/or voice mail
- Notification on the CSE website
- Messages placed on the campus-wide TV system and INFO line (973) 290-4636
- Verbal notification from designated building marshals

Daily Crime Log

A written daily crime log is maintained in the office of Finance & Administration that includes records by date all crimes and other serious incidents reported on campus or within the department's patrol jurisdiction. The crime log for the most recent 60-day period is open to public inspection during normal business hours in Santa Rita Hall, Room 411. Any portion of the log older than 60 days is available within two business days of a request for public inspection.

The Daily Crime Log includes the nature, date, time, and general location of each crime reported, as well as the disposition of the complaint, if this information is known at the time the log is created. The department posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident.

Emergency Preparedness and Response

The College of Saint Elizabeth has recognized the need to be prepared for multi-hazard incidents. Under the guidance of the Director of Security, various departments and offices work together to ensure the College is doing all it can to prepare for, respond to, and recover from emergencies. In conjunction with local first responders and agencies, such as the Florham Park and Morris Township Offices of Emergency Management, the Morris County Office of Emergency Management (OEM), the Morris County Sheriff's

Department, the Newark office of the FBI, and the New Jersey State Police OEM division, the College is well-prepared to respond to a range of critical incidents.

The College's Emergency Response Procedures are located on the Security website: <https://www.cse.edu/emergencyresponse>. These procedures contain important information and instructions about what to do during various kinds of emergencies.

Preparedness initiatives include a Building Marshal Group, Emergency Blue Light Call System, and our Send Word Now mass emergency notification system that allows authorized officials to send news and instructions to community members.

Campus Security Authorities

In addition to the Campus Security officers, there are members of the Campus Community that are deemed Campus Security Authorities and are responsible for reporting incidents of alleged crimes on and near campus to Security for inclusion in the crime statistics.

The Clery Act regulations define a Campus Security Authority as:

- A member of a campus police department or a campus security officer of an institution (i.e., SSC (Security Solutions Corporation)).
- An official of an institution who has significant responsibility for students and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a Campus Security.
- Any individual or organization specified in an institution's statement of campus security officers as an individual or an organization to which students and employees should report criminal offenses.

Access to Campus Facilities

The entire campus is fenced with a mixture of chain link and steel rod fencing with a height of seven feet. There are three gates. The North and South gates are for vehicles and pedestrians. The Fairleigh Dickinson University (FDU) Gate is for pedestrian use only between the two campuses.

Gate hours are as follows:

The North Gate (Park Avenue) is locked at 10:00 pm until 5:30 am.

The Seton Gate is locked at 8:00 pm until 5:30 am.

The FDU Gate is locked Sunday through Thursday at 12:45 am, and on Friday and Saturday it is locked at 2:15 am. The gate is opened at 5:30 am.

The South Gate (Madison Avenue) is covered as follows:

There is officer coverage seven days per week, 24 hours per day. The Security Officer at the South Gate observes incoming traffic, notifies the Rover for calls of assistance from the Campus Community and directs visitors to campus destinations. After 10:00 pm, a log is kept of last name of driver, driver license number, license plate number of the vehicle, event destination, building destination, and vehicle make and model. In rare instances, people have been banned from the campus by the V.P of Student Life. A list

of names of these individuals is kept at the Campus Security booth in an effort to prevent entry to the campus by these individuals.

On Sunday through Thursday after 12:30 am, vehicles are not admitted unless there is a student passenger being dropped off or a campus resident is being picked up. If a visitor comes after 12:30 am Sunday through Thursday to pick up a student, the Security Officer at the security booth will log the driver's information onto the After Hours report and take the Driver's License to be held at the Security booth until the driver exits the campus. The driver is allowed on campus for only 15 minutes. Visitors are not permitted to enter the residence halls after 12:30 am on Sunday through Thursday.

On Friday and Saturday after 2:00 am vehicles are not admitted unless there is a student passenger being dropped off or a campus resident is being picked up. If a visitor comes after 2:00 am Friday and Saturday to pick up a student, the Security Officer at the security booth will log the driver's information onto the After Hours report and take the Driver's License to be held at the Security booth until the driver exits the campus. The driver is allowed on campus for only 15 minutes. Visitors are not permitted to enter the residence halls after 2:00 am on Friday and Saturday.

Only exception for visitors is any guest that is staying overnight with prior approval of Residence Life Staff.

Roving patrol officer coverage is in effect 24 hours/day, seven days a week throughout the year. Using the security vehicle, the security officer patrols college property, buildings and parking lots, issuing tickets to vehicles found to be in violation of parking regulations and arranging for towing when necessary. The officer also provides mobile radio patrol coverage, checks campus buildings for unlocked exterior doors, records any outdoor lighting that is not working, and provides limited transportation as governed by the Transportation Policy.

Emergency blue light telephones have been strategically placed throughout the campus (including at the entrance to each residence hall) to enable students to contact the Florham Park Police Department or Campus Security directly should the need arise.

Residence Hall doors are locked twenty-four (24) hours per day. Access is permitted by a secure identification card issued to resident students and authorized personnel only. The receptionist on duty will allow non-residents access Sunday-Thursday 1:30pm to 12:30am; Friday & Saturday 1:30pm to 2:00am. Visitation in the residence halls is not permitted when the receptionist is not on duty. All maintenance personnel are required to identify themselves prior to entering a student's room.

When the Department of Homeland Security and Preparedness issues a National Terrorism Threat Alert, the College may choose to close the Park Avenue Gate indefinitely to ensure the safety of the Campus Community. Access to campus would be limited to the Madison Avenue gate and the services of additional security officers would be engaged. The College Emergency Response Team alerts the Campus Community of any other changes relative to national advisories as they occur.

Policies Concerning Campus Law Enforcement

SSC Security, LLC provides College of Saint Elizabeth with uniformed, unarmed and qualified security officers. They are professionally trained in the College's accepted procedures and policies. These officers are required to be properly registered with the State of New Jersey (Security Officer Registration Act). The security officers are under the control and direction of the Director of Security. The security officers have the authority to ask persons for identification and to determine whether individuals have lawful business on the campus. The security officers have the authority to issue parking and smoking citations and to

prepare incident and other types of reports. These officers are unsworn and do not have the power of arrest. Security officers also observe and report any unusual or suspicious activity on campus. The investigation of criminal activities or the issuance of municipal parking summons for violations is referred to the Florham Park or the Morris Township Police Departments. The College maintains excellent working relationships with both of these law enforcement agencies. These local police agencies are not asked to monitor or record student organizations activities at non-campus locations because the institution doesn't have any or recognize any.

Daily officer reports are submitted to the Director of Security of College of Saint Elizabeth recording all activity that occurs on each shift including all College residence hall visitors arriving after 10:00 p.m., all transport services provided, the times that building checks are performed, any outdoor lights which are not functioning, detailed accounting of all vehicles found to be in violation of College parking/safety regulations, and all vehicles which have been towed.

Programs Offered on Campus Safety

Information about Campus Security is located on the CSE website at <https://www.cse.edu/security>. Additionally, programs regarding campus and personal safety are offered to traditional-age undergraduate students and their parents/guardians during Orientation. For returning students at the opening residence hall meeting in September, and again in January, the issue of campus/residence hall safety is discussed. Specifically, attendees are:

- Encouraged to act responsibly to ensure their own safety;
- Informed of all emergency procedures (including how and whom to contact in case of fire, theft, medical, or other life-threatening situations);
- Provided with information and/or pamphlets dealing with campus safety, personal safety and other security information.

Educational programs promoting campus safety are also offered on campus throughout the year by Campus Security, the Office of Residence Life, Wellness Center, the Campus Safety Committee and the local police and fire departments. Advertisements for these programs are placed throughout the campus buildings, classrooms, dormitories and student center areas, as well as emailed and distributed to all new and returning students. These programs may include, but are not limited to, the following topics:

- Sexual Assault prevention/relationship violence awareness;
- Fire prevention and evacuation procedures;
- Self-protection tips for women;
- Alcohol awareness/substance abuse;
- Internet safety;
- Social Media, Cyber and Internet harassment;
- Self-defense;
- Emergency preparedness.

The College also promotes employee safety. All employees are instructed to work safely and to report any unsafe conditions in accordance with the CSE Employee Handbook.

Traffic safety is also promoted on-site by way of programs as well as public notices to the Campus Community. These programs may include, but are not limited to, the following areas:

- Defensive Driving;
- AAA sponsored Safe Driving Tips;
- Winter Driving Safety.

NOTICE OF NONDISCRIMINATION AND TITLE IX COMPLIANCE

The College of Saint Elizabeth practices equal opportunity with respect to its students and its employees. No one will be denied employment at or admission to the College of Saint Elizabeth on the basis of sex, race, creed, color, religion, disability, age, marital status, sexual orientation, gender identity or expression, or national origin. The College does not discriminate on the basis of any of the aforementioned protected bases in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities as specified by federal and state law and regulations.

The College of Saint Elizabeth complies with Title IX of the Education Amendments of 1972, which prohibits all recipients of federal funds from discriminating on the basis of gender in its educational programs and activities. The College also prohibits harassment on the basis of sex, race, or other bases listed above, and prohibits sexual assault, dating violence, domestic violence, stalking or other forms of violence against its students and employees. Any of these acts or other acts of violence will not be tolerated. The College will respond promptly, fairly, and impartially to all complaints of harassment, sexual assault, or violence. This policy applies to all members of the College of Saint Elizabeth community and describes an individual's rights as a student or employee with respect to sexual or other forms of harassment, sexual assault, dating violence, domestic violence and/or stalking.

TITLE IX COMPLIANCE

Title IX Coordinator

Dr. Joseph Ciccone serves as the Title IX Coordinator for the College. The Title IX Coordinator is responsible for the College's compliance with Title IX of the Education Amendments of 1972. The Title IX Coordinator role on campus is to administer the review, investigation, and resolution procedures for reports of sexual misconduct and harassment. **Students** seeking additional information or wishing to file a complaint related to discrimination, harassment, or assault on the basis of sex, race, creed, color, religion, handicap/disability, gender, age, marital status, sexual orientation, gender identity or expression, or national origin should contact Dr. Joseph Ciccone or Katherine Buck, Vice President for Student Life. **Employees** seeking additional information or wishing to file a complaint related to discrimination or harassment should contact Dr. Ciccone or Kristi Russo. Contact information is below:

Dr. Joseph Ciccone, Title IX Coordinator, 2nd Floor, Suite 22, Santa Maria Hall, (973)-290-4383
Katherine Buck, Vice President for Student Life, Room 318, Annunciation Center, (973) 290-4203
Kristi Russo, Director, Human Resources Administrator, Lower Level, Room 9, Sana Rita, (973) 290-4453

COLLEGE OF SAINT ELIZABETH SEXUAL HARASSMENT, ASSAULT, AND DISCRIMINATION POLICY

As a Catholic institution of higher education, the College of Saint Elizabeth is a community of learning which is based on the trust, respect, and dignity of its members and celebrates God's love for all. As such, the College expects high standards of personal behavior and responsibility from its students, faculty and staff and calls all members of its community to act from a commitment to justice, mercy, and compassion, and in light of Catholic Social teaching, to develop respect and responsibility for others. With these values as its foundation, the College is therefore committed to fostering an educational and working environment that is free from all forms of discrimination and harassment (including sexual harassment, sexual assault, sexual misconduct, dating violence, domestic violence, and stalking). In recognition of the dignity and worth of all members of the College community, incidents of such behavior will not be tolerated. Every member of the campus community (including faculty, staff, students or third parties) is responsible for insuring that incidents of harassment and/or sexual misconduct do not occur, and should they occur, assume the responsibility for reporting them.

The College of Saint Elizabeth has an obligation to uphold the laws of the community of which it is a part. While the laws of the community and the rules of the College may overlap, they operate independently and do not substitute for each other. The College may pursue enforcement of its rules, whether or not legal proceedings are underway or in prospect, and may use information from third party sources to determine whether College policy has been violated or not. Membership in the College does not exempt anyone from local, state, or federal laws, but rather imposes the additional obligation to abide by all of the College's regulations. Therefore, a student or employee charged with discrimination, harassment, sexual harassment, sexual misconduct or sexual violence can be disciplined by the College through the complaint process outlined below, and may also be prosecuted under New Jersey criminal statutes.

Individuals, who believe they have been sexually harassed or assaulted, or who believe that they are the target of other forms of harassment and assault as defined in this Policy, are encouraged to report their concerns to one of the individuals listed above.

The harassment complaint process ("Complaint Process") is to be followed whenever a complaint of harassment (as described below) is made that alleges conduct that may be in violation of the College's Anti-Harassment and Non-Discrimination Policy ("Policy"). The Policy prohibits harassment based upon certain enumerated protected categories as listed above. The purpose of the Complaint Process is to describe the steps to be followed for reporting and handling complaints of discrimination, harassment, or sexual assault.

I. DEFINITIONS

Harassment is defined as conduct that creates an impermissible hostile educational or work environment based on an individual's actual or perceived race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity or expression, disability, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, veteran status, and any other category protected by law that is sufficiently severe, persistent or pervasive so as to limit a student or employee's ability to participate in or benefit from an educational program or activity, or work environment at the College of Saint Elizabeth.

Sexual harassment is a form of sexual discrimination, which is illegal under Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the New Jersey Law Against Discrimination. Sexual

harassment consists of nonconsensual sexual advances, requests for sexual favors, or other verbal or physical conduct based on sex, whether on or off campus, when:

- (1) Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing; or
- (2) Submission to or rejection of such conduct is used as the basis for employment decisions or for academic evaluation, grades, or advancement; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating or hostile academic or work environment.

Sexual harassment may be found in a single episode, as well as in persistent behavior. Conduct that occurs in the process of application for admission to a program or selection for employment is covered by this policy, as well as conduct directed toward College students, faculty, or staff members. In addition, conduct by third parties (i.e., individuals who are neither students nor employees, including but not limited to guests and consultants) is covered by this policy. Both men and women are protected from sexual harassment, and sexual harassment is prohibited regardless of the gender of the harasser. Sexual harassment is a matter of particular concern to an academic community in which students, faculty, and staff are related by strong bonds of intellectual dependence and trust. If members of the faculty, whether professors or graduate assistants, or other College employees, introduce sex into a professional relationship with a student, they abuse their position of authority.

Sexual harassment can be verbal or physical. It can be either explicit or implicit. It can, for example, be a promise that a person will receive a particular grade, promotion, or continued employment in exchange for a sexual favor. In addition, persistent, unwelcome attempts to change a professional relationship to a personal one can be a form of sexual harassment. Stalking, including via e-mail or other electronic means may also be a form of sexual harassment. Sexual violence is also prohibited by College policy.

Sexual violence or sexual assault is defined as sexual contact *without* consent and includes:

- Fondling (the touching of private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or temporary or permanent mental or physical incapacity).
- Rape (penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim by either an acquaintance or stranger of any gender).
- Attempted rape.
- Sodomy (oral sex or anal intercourse).
- Sexual assault.
- Sexual battery.
- Sexual coercion.
- Lewdness (an offensive act committed by a person who reasonably expects that the act is likely to be viewed by another as alarming).

Consent: To constitute lack of consent, the acts must be committed either by force, intimidation, or through

use of the victim's mental incapacity or physical helplessness due to drug or alcohol consumption, mental deficiency, being asleep/unconscious, and/or being under the legal age of consent according to New Jersey law. Agreement given under such conditions does not constitute consent. The definition of consent does not vary based upon a particular sex, sexual orientation, gender identity, or gender expression.

Consent must be clear and unambiguous for each participant throughout any sexual encounter. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply ongoing or future consent. Consent can be revoked at any time. For all of these reasons, sexual partners must evaluate consent in an ongoing fashion and should communicate clearly with each other throughout any sexual encounter.

Consent for Sexual Activity

- Healthy sexual interactions are rooted in consent and respect.
- Effective consent is a clear yes or no for sexual activity that is freely given.
- Assumed consent is not consent.
- Consent is specific.
- Giving consent once does not mean consent stands in the future. Similarly, if a partner has given consent in the past to sexual activity, this does not apply to current or future interactions.
- Consent can be initially given and later withdrawn. If one party is uncomfortable, he/she can change their mind at any time, no matter how far things have progressed.
- If one partner is intoxicated, asleep, or unconscious, she or he cannot give consent.
- Coercion, force, or threats or violence, invalidate consent.

Dating Violence is defined as a violent act committed by a person –

- A. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- B. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. The length of the relationship
 - b. The type of relationship
 - c. The frequency of interaction between the persons involved in the relationship.

Domestic Violence is defined as felony or misdemeanor crime of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of New Jersey, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of New Jersey.

Stalking is defined as purposeful conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others *or* causes the person to suffer substantial emotional distress (e.g. significant mental anguish that may, but does not necessarily require medical or other professional

treatment or counseling). Stalking is a pattern (two or more occurrences) of malicious acts, including, but not limited to, acts which the stalker directly or indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.

Cyber-Stalking is a particular form of stalking in which a person uses electronic media, such as internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact that causes fear or substantial emotional distress for another person.

Retaliation against individuals who report sexual misconduct, file complaints of sexual misconduct, cooperate in the investigation of sexual misconduct, or hear formal or informal complaints of sexual misconduct is strictly forbidden. The complaint process set out here is available to any individual who believes that he or she has suffered retaliation for any of these actions. Retaliation against anyone who complains of, investigates, or participates in an investigation of alleged harassment, assault or discrimination is grounds for discipline up to expulsion (for students) and dismissal (for employees).

II. HOW TO REPORT SEXUAL HARASSMENT, SEXUAL ASSAULT, OR DISCRIMINATION AGAINST STUDENTS

Students are strongly encouraged to promptly report all incidents of harassment that they experience or observe, including sexual harassment/sexual assault, or discrimination. Faculty and staff who learn of alleged harassment, assault or discrimination against a student must report such information to one of the individuals listed below. Prompt reporting of such incidents makes investigation of the incident more effective, enhances the ability of the College to investigate and take action on a complaint, and aids the College in protecting our academic community.

On-Campus Resources: Sexual harassment and assault are an offense against the College community as well as against the individual victim. Student victims of any form of harassment or sexual violence that occurs on-campus (or in any setting related to college programs, including off-campus activities such as field trips or athletic events) are strongly encouraged to report the incident to any Campus Security Authority. These designated individuals have significant responsibility for student, employee and/or campus activities. They include, but are not limited to:

- Katherine Buck, Vice President for Student Life, Annunciation Center, Room 318, (973) 290-4203
- Zsuzsanna Nagy, Director of Counseling Services, Wellness Center, Founders Hall (973) 290-4175
- Susan Lasker, M.D. Director of Health Services, Wellness Center, Founders Hall, (973) 290-4175
- Juliene Simpson, Athletic Director, Lower Level, St. Joseph Hall, (973) 290-4207

These campus officials will assist the victim to obtain help (either through campus resources or outside referrals), and to initiate the Complaint Process (and/or criminal proceedings) through the Title IX Coordinator.

Reporting through the Advocate CARE system: In addition to the resources listed above, any member of the campus community can also report a concern of harassment or misconduct through the Advocate CARE program. Individuals reporting a concern can visit <https://www.cse.edu/security> and click the Care Report button to complete a report. Individuals submitting a report will be asked to provide contact information so the appropriate College officials may follow up for more details regarding the report, if necessary.

Interim Measures and Academic Accommodations:

The College will make interim measures available to both the Complainant and Respondent throughout the investigative process in a dating violence, domestic violence, sexual assault/sexual misconduct and/or stalking complaint. These interim measures will be tailored based upon facts making every effort to avoid depriving any student of his or her education. Interim measures may be modified as appropriate by the Title IX Coordinator. Such measures may include the following:

- alternate housing assignments;
- course reassignment;
- issuance of a zero contact order;
- change in work schedule and/or location; or
- reasonable academic accommodations, which may include withdrawal from class, retaking a class without penalty, and/or access to tutoring services.

These interim measures will be provided whether or not the complainant elects to file an informal or formal complaint or makes a police report.

Confidentiality: The College of Saint Elizabeth is committed to maintaining the privacy of all individuals involved in a report of sexual misconduct. While the College encourages victims to report an incident of sexual misconduct, there are many options available for students to speak with someone about what happened while maintaining confidentiality. The College shall maintain confidentiality to the extent possible. Only those who have a need to know will be told the identity of the parties to a complaint. In some instances, a Complainant may choose to take no action or to defer action until a later date in order to maintain anonymity. In these instances, the College reserves the right to limited disclosure and to take appropriate action in order to ensure the safety and well-being of members of the College community.

Confidential Resources: Licensed professional counselors provide mental-health counseling to members of the campus community and are not obligated to report any information to the College, but will provide referrals and resources to an individual in need. Confidential resources include:

Zsuzsanna Nagy, Director of Counseling Services, Wellness Center, Founders Hall (973) 290-4175
MorrisCARES Sexual Assault Hotline & Crisis Counseling, Morristown Medical Center, (973) 829-0587

The privacy of the student victim will be respected at all times. It is the victim's decision whether to initiate a complaint or to continue with any form of resolution. It is the right of the victim not to report, but if she/he does report, the College is obligated by law to take measures to remedy any harassment it confirms. However, if a student elects not to file a formal or informal complaint, the College reserves the right to take action in situations where, in the judgment of College officials, the interests of the wider College community may be affected.

Students who experience sexual violence are strongly encouraged to report the assault to the police; campus officials will assist victims with such reports. Should the victim of sexual violence decide not to report the assault to the police, the College reserves the right to determine whether the College community

may be at risk if such a report is not made. Should the College decide to contact the police; every effort will be made to protect the victim's privacy.

Students who wish to file a complaint against an individual may use either an informal or formal process, as described in Section IV below.

Off-Campus Resources and Immediate Medical Attention: The College is committed to partnering with off-campus resources such as MorrisCARES and the Florham Park Police Department to provide specialized care to victims of sexual assault in a supportive environment. Individuals may also want to seek medical assistance through Morristown Medical Center. Every victim has the option to seek treatment for injuries sustained during an incident of sexual misconduct, preventative treatment for sexually transmitted diseases, and other health services. An individual can seek this medical assistance by dialing 911, MorrisCARES at 973-829-0587, or Residence Life at 973-985-7394.

Services provided by MorrisCARES include:

- **Sexual Assault Hotline: 973-829-0587** – confidential support and crisis counseling provided by a professional therapist, available 24 hours per day, 7 days per week.
- **Individual counseling & support groups** – available to male and female survivors of sexual violence, as well as to their families and significant others.
- **Advocacy services** – trained advocates accompany survivors of sexual violence to local police departments and the emergency room at Morristown Medical Center.
- **Community education** – covers a variety of topics related to sexual violence and harassment

Sexual Assault Response Team (SART)

An advocate certified forensic nurse and specially-trained law enforcement investigators address the medical, emotional and legal needs of survivors 13 years of age and up who are in acute crisis and have been sexually assaulted within a five-day period. Services are available through MorrisCARES.

Jersey Battered Women's Services - Full-service domestic violence and domestic abuse prevention agency offering:

- Confidential hotline 1-877-R-U-ABUSED or agency support (973) 267-4763
- Emergency safe house for women and their children
- Counseling and legal assistance
- Children's services
- Transitional housing
- Life skills education/vocational counseling
- Community education
- Teenage dating abuse prevention

- Primary prevention
- Friends & Family support
- Batterer's Intervention

Florham Park Police Department

Florham Park Police officers have been trained by MorrisCARES advocates on response to victims of sexual violence. Individuals can choose to report an incident of sexual violence, domestic violence, dating violence, or stalking to the police by contacting the Florham Park Police: Emergency 911 or non-emergency (973) 377-2200.

III. HOW TO REPORT HARASSMENT, ASSAULT, OR DISCRIMINATION INVOLVING EMPLOYEES

Any employee who believes that he or she has encountered or witnessed harassment, assault or discrimination shall report the misconduct to the Title IX Coordinator (973-290-4383), Santa Maria Hall, Suite 22, 2nd floor) either orally or in writing as promptly as possible utilizing the Title IX Complaint Form located in Appendix A. In addition, employees who experience sexual violence are strongly encouraged to report the assault to the police; campus officials will assist victims with such reports. Should the victim of sexual violence decide not to report the assault to the police, the College reserves the right to determine whether the College community may be at risk if such a report is not made. Should the College decide to contact the police; every effort will be made to protect the victim's confidentiality.

Faculty, students and staff who wish to file a complaint against the accused individual may use either an informal or formal process, as described in Section IV below.

IV. THE COMPLAINT INVESTIGATION PROCESS/GRIEVANCE PROCEDURE

After receiving the Title IX Complaint Form indicating that a student or employee wishes to file a complaint of harassment, assault, domestic violence, dating violence, stalking or discrimination, the Title IX Coordinator will immediately provide the accused (the Respondent) with a copy of the College's policy as well as the written complaint filed against him/her. The Respondent must then prepare a written response to the allegations and submit it to the Title IX Coordinator within three business days prior to the initial interview taking place. The Title IX Coordinator will review both the written complaint and response, and if warranted, will assign two investigators to the case within one class day. The College will endeavor to conduct a timely review of the complaints if possible and conclude the investigation within approximately sixty days.

The investigators assigned to a complaint will explain to both the Complainant and the Respondent the avenues for informal and formal action, including a description of the process and the relevant avenues of redress, and will provide them with a written summary of the process. The Title IX Coordinator (or investigator) has the authority to take all reasonable and prudent interim measures to protect both parties pending completion of the investigation and during the informal or formal procedures undertaken to resolve the complaint.

Informal Resolution

The Complainant will determine whether to use the informal grievance procedure or the formal procedure described below. Use of the informal procedure does not preclude the later use of the formal procedure.

The informal resolution process involves a good faith effort to resolve the issue through confidential, informal means. The informal procedures are designed to resolve complaints quickly and efficiently, but can only be utilized if both parties voluntarily agree to participate. There are various methods available to attempt informal resolution, and the method or methods chosen will be tailored to the particular circumstances. Methods may include, but are not limited to, mediation or modification of a situation in which the offensive conduct occurred, or arranging a meeting between the Title IX Coordinator or Investigator and the alleged offender to discuss the requirements of the policy.

Where circumstances allow for Informal Resolution, procedures such as mediation will be initiated as soon as possible, absent any unusual circumstances. Both the Complainant and the Respondent have the right to bypass or end the informal complaint process at any time in order to initiate formal complaint proceedings. Likewise, if the issue is not satisfactorily resolved through the informal process, either party may then inform the Title IX Coordinator in writing that he/she wishes to use the formal process. If the complaint names the Title IX Coordinator as the Respondent, the complaint should be directed to the Vice President for Finance and Administration. The utilization of the informal resolution process is not a precondition for initiating the formal resolution process.

Formal Resolution

If either the Complainant or the Respondent requests a Formal Resolution Process, a formal investigation will be initiated. The investigator will work as expeditiously as possible to conduct a full and fair investigation. The investigator will give both the Complainant and the Respondent a reasonable opportunity to be heard (orally and/or in writing), with respect to the complaint and to furnish names of witnesses along with information or other evidence pertaining to their knowledge of the matters set forth in the complaint. Both parties will be permitted to furnish a list of questions to the investigators to be asked as part of the investigative process. Upon completion of the investigation, the investigators will report in writing to the Title IX Coordinator, setting forth the steps taken in the investigation and the investigator's findings.

The Title IX Coordinator will review the report of the investigators. If the Title IX Coordinator finds the investigation incomplete or otherwise unacceptable, the Title IX Coordinator may request further investigation by the investigators, or may assign a new investigator(s) to the complaint. Once the investigation is complete, the Title IX Coordinator shall give the Complainant and the Respondent a summary of the investigator's report, a reasonable time (typically five business days) to prepare a response and then a reasonable opportunity for the Title IX Coordinator to prepare a final resolution to the case. If the Respondent asserts that an issue of academic freedom is involved, the Title IX Coordinator shall consult with appropriate faculty or staff members, as the Title IX Coordinator deems advisable.

Filing a Complaint with a State and/or Federal Agency: A student who is not satisfied with the College's handling of a complaint, may also file a complaint with federal and state agencies. Please refer to the Student Complaint Procedure found in the Student Handbook.

V. PROCESS FOLLOWING THE INVESTIGATION

Process when Student is Respondent. After the investigation is concluded, the Title IX Coordinator will make a determination as to whether the Respondent's conduct constitutes harassment or sexual violence under the Policy, using the "preponderance of evidence" standard (i.e. it is more likely than not that sexual harassment or violence occurred). If the Title IX Coordinator determines that the Respondent has not engaged in conduct that violates this Policy, the Title IX Coordinator shall notify the Respondent and the Complainant in writing of this conclusion, and it shall be noted on all relevant records maintained by the Title IX Coordinator.

The Title IX Coordinator shall notify the Complainant of the determination that the Policy was violated. The Title IX Coordinator shall also notify the Respondent of the determination that the Respondent violated the Policy, and advise the Respondent of the appropriate corrective action that will be taken. If the Title IX Coordinator determines that the Respondent has engaged in harassment, assault or discrimination, the Title IX Coordinator will send a memorandum of determination to Judicial Affairs Officer who will amend the Respondent's disciplinary records and implement the sanctions determined by the Title IX Coordinator. At the conclusion of this process, the Title IX Coordinator will provide written notification to the parties involved of the outcome and resolution.

Appeals by Students. Once written notification is received, the Complainant or Respondent will have the opportunity to appeal the findings in writing within five business days to the Vice President of Student Life. The Complainant or Respondent may appeal the determination only on the following grounds:

- The discovery of new, relevant evidence, that was unavailable to the appealing party during the investigation that could reasonably affect the outcome of the case.

The written appeal must specify the grounds for the appeal with supporting rationale, including a response to the Investigative Report or the determination of the Title IX Coordinator. The appeal may also include, or make reference to, other relevant information such as the identity of new witnesses who were not reasonably discoverable during the investigation or other evidence that was not considered during the investigation. All appeals must be in writing. The Complainant or Respondent should be aware that all appeals are documentary reviews in which no oral testimony is taken and no oral argument takes place. Generally, appeals are determined solely on the merits of the documents submitted. Appeals documents therefore should be as complete as possible.

Process When a Staff Member or Faculty Member is the Respondent. If the Title IX Coordinator determines that the Respondent has engaged in harassment, the Title IX Coordinator will send a memorandum of determination and all of the written documents pertaining to the case to the appropriate Vice President. The Title IX Coordinator's determination shall constitute a recommendation of a finding of prohibited harassment, and will include a recommendation concerning corrective action. The Vice President has the authority to request additional information, or to modify or accept the recommendations. The Vice President will collaborate with the Director of Human Resources to implement and monitor corrective actions. The Title IX Coordinator will also notify the Complainant and the Respondent of the determination

as to whether College policies were violated.

Appeals by Staff. The Complainant or Respondent may appeal the decision (in writing) to the President of the College. Using the same standard and process as students, the appeal must be made within five business days of the receipt of the Title IX Coordinator's decision to the Vice President. Within five business days of receiving the appeal, the President will either uphold the determination or return it to the appropriate Vice President and Title IX Coordinator for clarification and or modification. If the President upholds the Vice President and Title IX Coordinator's findings and corrective action, the Director of Human Resources in collaboration with the Vice President will enact and monitor sanctions imposed.

Appeals by Faculty. Once the Title IX Coordinator and investigators have completed the investigation and rendered a decision as to whether or not the policy has been violated and if so, the consequences for a violation, an appeal is possible. To do this the faculty member must file an appeal with the Faculty Hearing Committee within five business days of the decision. The Title IX Coordinator will submit all information gathered to the Faculty Hearing Committee. The Faculty Hearing Committee will have 14 business days to review the incident, meet with those involved and make a recommendation. This recommendation will be presented to the College President who, based on the information provided, will make the final decision regarding the resolution of the case.

VI. TIME FRAMES FOR INVESTIGATION

The College is committed to investigating and resolving complaints of harassment, domestic violence, dating violence, stalking and sexual assault promptly. However, its ability to do so is closely related to the cooperation of the Complainant and Respondent and the witnesses they identify. Under normal circumstances, the College would expect to have the investigation and resolution of the complaint completed within approximately sixty (60) calendar days of the filing of the complaint unless at any point the Complainant agrees that a longer period of time would be appropriate or circumstances require it. Absent unusual circumstances, the timeline will typically be:

- Complaint filed; investigator assists and conducts interviews Complainant, Respondent, and relevant witnesses - 2 weeks
- Investigator submits results of investigation to Title IX coordinator; Title IX coordinator reviews investigation results and accepts them or requests additional investigation - 1 week
- Additional investigation (if required); Title IX investigator provides summary of investigation to Complainant and Respondent; gives them opportunity to respond to summary; reaches determination, notifies Complainant and Respondent of right to appeal - 2 weeks
- Respondent/Complainant appeal to Vice President - 5 business days for submission, and 5 business days for final decision.
- Staff appeals to President – 5 business days for submission, and 5 business days for final decision.
- Faculty notify Faculty Hearing Committee of intent to appeal – 5 business days; Faculty Hearing Committee renders decision within 14 business days of reviewing appeal.

Burden of Proof: The burden of proof in all campus conduct investigations including Title IX is “the preponderance of the evidence” standard - whether it is “more likely than not” that the sexual discrimination/harassment, dating violence, domestic violence, sexual assault, or stalking occurred. If the

evidence meets this standard then the respondent must be found responsible.

Extensions: The College will endeavor to complete investigations and determine whether discipline or other actions are warranted within 60 days. However, if the complaint occurs at the end of an academic semester or at a time when the College is not in regular session, resolution of the complaint may take somewhat longer. Either the complainant or respondent may request an extension; the Title IX Coordinator will determine whether such a request is reasonable and determines how long the extension will be.

Evidence: The respondent and complainant may present witnesses and may produce other evidence for consideration by the Investigator. Evidence to be presented by the complainant and/or respondent during any hearing on the charges must be shared with the opposing party at least two (2) business days in advance of the scheduled hearing. The investigator may exclude evidence that has not been shared or adjourn the hearing to afford all parties the opportunity to review evidence to be presented during the hearing. The investigator will make the final decision relating to the admissibility of all evidence.

The Complainant and the Respondent will not be permitted to cross-examine each other. However, each party will have the opportunity to present a list of questions to be asked of the other by the Title IX investigator. Consistent with the College's obligation to promptly resolve sexual misconduct complaints, the College reserves the right to proceed with any meeting or interview, regardless of the availability of either party's selected Adviser. Student class schedules will be the only factor considered in scheduling meetings.

Advisors: The respondent and complainant may be supported during interviews and meetings related to the Title IX investigation by an advisor of their choice, provided that person is not expected to be a witness or participate in the proceedings in any manner other than "silent supporter." The chosen advisor may be an attorney. To serve as an advisor, the individual will be required to meet with the Title IX Coordinator in advance of participating in a meeting to understand the expectations of the role, privacy, and appropriate decorum. No copies of written materials or any other evidence will be given to the advisor, although the parties may share such information with an advisor as necessary to assist them in the proceedings.

VII. CORRECTIVE AND/OR DISCIPLINARY ACTION

If the determination reached is that the Respondent violated this Policy, the Title IX Coordinator will then determine the corrective action to be taken. Disciplinary action, up to and including discharge (or expulsion if the Respondent is a student), may be taken against a Respondent who violated the Policy.

Corrective and disciplinary actions for Respondents who are College employees will be determined on a case-by-case basis and may include but are not limited to:

- Participation in education sessions on harassment;
- A written reprimand;
- Reassignment of teaching, work or other responsibilities;
- Suspension without pay; or
- Termination

The Title IX Coordinator will initiate disciplinary action as soon as reasonably practicable, when in his/her judgment it is appropriate, and will attempt to take whatever steps are necessary to prevent the recurrence of the offending behavior and to correct its discriminatory effects on the Complainant and others, if appropriate.

Corrective and disciplinary actions for Respondents who are students will be determined on a case-by-case basis and may include but are not limited to:

- Changes in class schedule;
- Zero contact orders;
- Community service;
- Counseling;
- Disciplinary reprimand;
- Loss of privilege;
- Restitution;
- Disciplinary probation;
- Suspension; or
- Expulsion

Punitive actions will also be taken against third party persons found to have violated the tenets of this policy, and they will be dealt with on a case-by-case basis. Actions may include campus bans, filing of criminal charges, reassignment of contracted services personnel, termination of business agreements etc.

VII. INDEPENDENT COLLEGE ACTION

The College reserves the right to investigate allegations of harassment or sexual assault in appropriate circumstances even in the absence of a complaint of harassment filed pursuant to the Complaint Process. The College may proceed under either the informal or formal resolution process. Nothing in this Policy is intended to abrogate any rights accorded faculty under the College's dismissal provisions included in the Faculty Handbook.

Any College investigation may or may not coincide with a law enforcement investigation regarding the harassment complaint. The College reserves its right to suspend the Title IX investigation while the police are gathering evidence; however, the College will continue its efforts to provide assistance and support to the Complainant while the police investigation is continuing. Once notified that the police department has completed its gathering of evidence (not the ultimate outcome of the investigation or filing of charges) the College will promptly resume its independent investigation.

The College also reserves its right to take any interim action – such as a no-contact order or interim suspension of the accused – reasonably needed to protect the victim/survivor or the rest of the campus community.

I. RETALIATION

Retaliatory conduct against any individual who has filed a complaint of harassment, who has reported witnessing harassment, who has participated in the harassment complaint process, or who has been the subject of an investigation or the subject of a complaint of harassment and found not to have engaged in harassment is also a violation of the Policy and is grounds for discipline and/or remedial action. Anyone who believes that he/she may be or has been the victim of retaliation should discuss his/her concerns with the Title IX Coordinator.

II. FALSE ALLEGATIONS

Knowingly making a material misstatement of fact may subject the Complainant to discipline. Anyone who believes that he/she has been the subject of a false complaint of harassment may meet with the Title IX Coordinator to discuss the allegations. The filing of a complaint that does not result in a finding of prohibited harassment is not alone evidence of the intent to file a false complaint.

III. RECORD KEEPING

All reports of harassment, whether a formal written complaint or an informal complaint, must be forwarded to the Title IX Coordinator by the management or supervisory personnel receiving the complaint. The Title IX Coordinator will maintain a record of all informal and formal complaints.

IV. CONSENSUAL RELATIONSHIPS

Because of the potential for abuse or the appearance of abuse and the inherent differential in authority, the College of Saint Elizabeth prohibits any employee of the College from engaging in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any currently enrolled student. Additionally, because of the potential for abuse or the appearance of abuse and the inherent differential in authority, the College prohibits any member of the College community from engaging in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any employee whom the person supervises or evaluates in any manner. This includes student workers who supervise other students as part of their campus employment responsibilities.

V. COMMITMENT TO AWARENESS AND RESPONSE TRAINING

The College is committed to educating the campus community about sexual harassment and sexual misconduct through appropriate awareness and response training programs. The College provides regular sexual harassment awareness and response training programs for faculty, staff, student employees, Campus Security Authorities, Athletic Coaches, and Residence Life Staff members.

Bystander Intervention: The College expects all campus community members to take reasonable actions to prevent or stop an act of sexual misconduct. Bystanders can help in different ways including direct intervention, seeking assistance from an authority figure, notifying campus security, or calling the police. Campus education and training programs provided through a partnership with MorrisCARES help individuals recognize signs of sexual violence and when sexual misconduct is taking place. If a bystander is able to intervene safely, without violence, then he/she should do so or should contact the police immediately. Individuals may also seek the assistance of a CA (Community Assistant), RC (Resident Coordinator) who has been trained by MorrisCARES on how to intervene and stop sexual misconduct/sexual violence. If a victim

of sexual violence or sexual misconduct confides in a campus community member, he/she should listen respectfully and not criticize the victim's choices in any scenario. The bystander should ask the victim what they need to feel safe; bystanders do not assume that a roommate, partner, or family is safe. Bystanders should be supportive, kind, and non-judgmental to provide the victim the support in moving forward, and utilize on-campus and off-campus resources to help provide the victim with support resources.

Prevention Programs: The College offers several programs to prevent dating violence, domestic violence, sexual assault, and stalking that are relevant to the campus community. Students can find information about these programs in the Counseling Center or the Vice President for Student Life.

- Periodic, online sexual assault prevention program for students and employees;
- Mandatory in-person training as part of first-year Orientation programs for traditional undergraduates;
- Healthy Relationship Infusions - General Education Program;
- Safety Presentations;
- First Year/Transfer Awareness Programs - The College hosts campus-wide programming to increase education awareness surrounding the topics of violence prevention, safety, and incident reduction;
- Take Back the Night, a confidential awareness program providing a platform for campus community members to share personal stories as survivors, friends, and advocates;
- The Clothesline Project, a Jersey Battered Women's Services partnered program educating the campus community on domestic and dating violence;
- Denim Day, a program focused on raising awareness of sexual assault and violence against women and men;
- Anti-Bullying Week programs focused on dating violence, domestic violence, and sexual misconduct/violence.

Bystander Intervention: These programs and trainings offer safe options for campus community members to intervene on behalf of an individual to prevent harm or violence.

- Bystander Intervention Strategies, presented by MorrisCARES and the Safety Committee
- Inclusion of Bystander Intervention in the Orientation program for first-year traditional undergraduate students.

Ongoing Prevention & Awareness Campaigns: The College offers on-going programs and awareness campaigns designed to increase the level of understanding on topics such as acts of violence including dating, domestic, and sexual violence as well as stalking.

- Awareness and Prevention Tabling by the Counseling Center - The on-campus Counseling Center provides information to the campus community throughout the year on dating violence, domestic violence, stalking, and sexual assault prevention and awareness.

Further information on sexual harassment and assault awareness, bystander intervention, and risk reduction can be found in the Counseling Center, Office of Human Resources, and the Office of the Vice President for Student Life.

Substance Abuse Policies

The College of Saint Elizabeth makes every effort to provide an environment for students and employees that is conducive to the total health, education and well being of each member of our community. Therefore, the College recognizes its responsibility and the responsibility of each person within the College Community to provide an educational and workplace setting free of substance abuse.

Alcohol Abuse:

The possession, sale or the furnishing of Alcohol on the College campus is governed by the school Alcohol policy and State of New Jersey law. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the State of New Jersey Department of Alcohol and Beverage Control (ABC). However, the enforcement of alcohol laws on-campus is the primary responsibility of the Florham Park and Morris Township Police Departments. The College campus has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the local police jurisdictions. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment. In the State of New Jersey, It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the College Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior College approval. Organizations or groups violating alcohol policies or laws may be subject to sanctions by the College.

Drug Abuse:

The College of Saint Elizabeth campus has been designated “Drug free”. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the local law enforcement agencies. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment.

Substance abuse programs promoting a healthy lifestyle and responsible use of alcohol are offered throughout the year. Program topics include, but are not limited to, Drugs, Alcohol and Date Rape, Alcohol and AIDS, Issues of Children of Alcoholics, Prevention Strategies and the observance of National Collegiate Alcohol Awareness Week.

The unlawful possession, use, or distribution of illicit drugs or alcohol on the campus or as part of any of its sponsored activities is prohibited. This statement serves notice that disciplinary sanctions (consistent with College policy, local, state, and federal law), up to and including counseling, suspension/dismissal, termination of employment, prosecution, and /or referral to an appropriate rehabilitation or treatment program, will be imposed on those who violate the College’s drug and alcohol policies. A copy of the Student Substance Awareness Policy can be found in the Student Handbook.

All employees receive information regarding the Policies of the College and the use and abuse of alcohol and drugs as part of their new employee orientation process. The same information is included in their

Employee Handbook issued to all new employees. Employees who violate the Substance Abuse Policy and its procedures and regulations are subject to disciplinary action up to and including termination of employment, depending upon the nature of the violation. Completion of a treatment or rehabilitation program may be a condition of continued employment. An employee arrested or indicted for unlawful activity associated with controlled and illegal substance may be suspended from employment pending a final disposition of the charges. A person who is convicted or who pleads guilty or no contest to charges of such violations may be terminated from employment without back pay for the suspension period. If found to be not guilty, full reinstatement and/or back pay may be given.

Abuse Policy and Procedures are available for students in the Vice President for Student Life Office, the Wellness Center, and the copies of the Substance. For employees, it is available in the Office of Human Resources.

Cf: Student Handbook, Employee Bulletin Board and College Employee Handbook.

Sexual Assault Victim's Bill Of Rights (Pursuant to NJSA 18A, Chapter 61E)

The College of Saint Elizabeth recognizes that the effect of violence especially that of sexual violence, committed on campus has a profound impact on the Campus Community and the surrounding communities. Therefore, to ensure that the College of Saint Elizabeth Campus Community is free from violence, sexual assault and nonconsensual sexual contact, and to support the individual dignity and rights in an academic environment, the College has adopted the New Jersey Campus Assault Victim's Bill of Rights.

The State of New Jersey has established this Bill of Rights which requires that all New Jersey colleges and universities create and support policies, procedures and services designed to insure that the needs of victims are met and to support their wishes and human dignity.

The following Rights shall be accorded to victims of sexual assault that occur on the campus of any public or independent institution of higher education in the State of New Jersey, and where the victim or alleged perpetrator is a student at that institution, and/or when the victim is a student involved in an off-campus sexual assault.

Bill of Rights

The following rights shall be accorded to victims of sexual assault that occur

- on the campus of any public or independent institution of higher education in the State of New Jersey, and
- where the victim or alleged perpetrator is a student at that institution, and/or
- when the victim is a student involved in an off-campus sexual assault.

Human Dignity Rights

- To be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy.

- To have any allegations of sexual assault treated seriously; the right to be treated with dignity.
- To be free from any suggestion that victims are responsible for the commission of crimes against them.
- To be free from any pressure from campus personnel to
 - report crimes if the victim does not wish to do so,
 - report crimes as lesser offenses than the victim perceives the crime to be,
 - refrain from reporting crimes,
 - refrain from reporting crimes to avoid unwanted personal publicity.

Rights to Resources On and Off Campus

- To be notified of existing campus and/or community based medical, counseling, mental health, and student services for victims of sexual assault whether or not the crime is formally reported to the campus or civilian authorities.
- To have access to campus counseling under the same terms and conditions as apply to other students of the institution.
- To be informed of and assisted in exercising
 - any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy, and
 - any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

Campus Judicial Rights

- To be afforded the same access to legal assistance as the accused.
- To be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused.
- To be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

Legal Rights

- Have any allegations of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported.
- Receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
- To receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing, and maintaining evidence, including medical examination when it is necessary to preserve evidence of the assault.

Campus Intervention Rights

- To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants.
- To be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.

Statutory Mandates

- Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation.
- Each campus shall make every effort to ensure that every student at the institution receives a copy of this document.
- Nothing in this Act or in any "Campus Assault Victim's Bill of Rights" developed in accordance with the provisions of the Act shall be construed to preclude or in any way restrict any public or independent institution of higher education in the state from reporting any suspected crime or offense to the appropriate law enforcement authorities.

Penalties or sanctions are imposed for two purposes: to protect the College Community from behaviors that are detrimental to the educational process and to assist students' growth in identifying acceptable parameters of their activities and consequences of future behaviors. Any of the following penalties may be imposed for any act of misconduct:

- Reprimand
- Social Suspension
- Termination of Privileges
- Restitution and/or Fine
- Disciplinary encumbrance on student records
- Warning or Probation
- Work-Related or Community Service
- Parental Notification
- Suspension
- Expulsion
- A referral to the Counseling Services
- Other penalties, as deemed appropriate

Failure to comply with sanctions may result in a hold being placed on a student's account.

As part of the disciplinary process, a student may be required to sign a waiver allowing the College to share information among College officials and/or parents.

It is the intention of the College to take prompt and effective action against any instance of sexual misconduct occurring in its community. Any individual who feels that she/he has been sexually assaulted is encouraged to report the occurrence immediately to any Campus Security Authority or Administrator.

Reporting a sexual assault may help to prevent another assault. Reporting the incident does not mean that the individual who was the recipient of such misconduct must proceed with a College disciplinary action or a criminal prosecution. Immediately following an attack, the individual who was the recipient of the misconduct should try to write down everything she/he remembers about the incident, including the physical description of the suspect(s) and any further information about the identity or location of the alleged perpetrator(s).

Sex Offender Registry

The College of Saint Elizabeth is required by the Campus Sex Crimes Prevention Act to notify students and

employees of the location of information pertaining to individuals employed or enrolled on campus who have been convicted of violent sex offenses or criminal offenses against minors. The website address for New Jersey is <https://www.nsopr.gov>.

Fire Safety and Prevention

The College of Saint Elizabeth is required by the Higher Education Opportunity Act of 2008 to disclose information about housing fire statistics, fire safety systems in student housing facilities, mandatory fire drills, fire safety policies, education, and training programs.

2018 Fire Log – Student Housing

Date Reported	Case Number	Nature of Fire	Date and Time of Fire	Location	Damage Amount
11/15/18; 8:23pm	S00094- 2018	Cooking/ grease fire	11/15/18; 8:15pm	O’Connor Hall	\$47,000

During 2018, there was 1 fire, no injuries/deaths, property damage in student housing kitchen.

2018 - Residential Hall Fire Safety Amenities by Building Location

Location	Fires Alarms Monitored by Security & Facilities	Bldg Equipped with Full Sprinkler System	Bldg Has Fire Alarms & Smoke Detectors	Evacuation Plans Posted & Fire Safety Training Conducted	Number of Fire and Evacuation Drills Conducted Each Academic Year
Founders Hall	YES	YES	YES	YES	4
O’Connor Hall	YES	YES	YES	YES	4

The College of Saint Elizabeth has a total of two on-campus student housing facilities. Each facility is equipped with fire detection systems, including smoke and heat detectors, and pull-box stations. Each facility is fully suppressed with fire sprinklers. All fire life safety systems are monitored and maintained by the CSE Facilities Department.

The College of Saint Elizabeth Residence Life Staff conducts four mandatory fire evacuation drills per calendar year. The fire evacuation drills are supervised by the Florham Park Fire Inspector and a team of College employees. The fire evacuation drills are conducted by activating each individual fire alarm system in each on-campus student housing facility. Three of the fire evacuation drills are conducted during the daytime hours and one fire evacuation drill is conducted after dark.

On-Campus Student Housing Facility Fire Safety Systems

Both O’Connor Hall and Founders Hall are fully suppressed with a sprinkler system with sprinkler heads located in each resident room and all common areas including lounges and kitchens, networked fire alarm systems that register smoke, heat, and steam, and networked carbon monoxide alarm systems. Both halls are also equipped with multiple fire extinguishers per floor. When an alarm is activated in the residence halls, Campus Security is notified (which is staffed 24 hours a day). The local fire department is then deployed to respond to the alarm as the Residence Life Staff aids in the evacuation of the building.

Supervised Fire Drills

Fire and evacuation drills are conducted in Residence Halls twice a semester. These drills are often supervised by the Fire Inspector of the Florham Park Fire Department and the Director of Campus Security. In addition supervised evacuation drills are conducted in the fall and spring semesters. During these evacuation drills, Residence Life Staff members complete random checks of resident rooms to ensure that students have properly evacuated from the building. At this time, if fire safety hazard violations are noted, Residence Life Professional Staff confiscate and secure the items that are in violation to the policy. In an evacuation, students and staff are instructed to report to their designated meeting spot to be accounted for.

Fire Safety Violations and Prohibitions

The College Student Handbook further outlines fire safety hazards and prohibited fire hazards. Resident students are not permitted to possess and/or use halogen lamps, electrical cooking appliances, extension cords, holiday lights or heaters in their rooms. Open flames and the possession and/or burning of candles or incense are prohibited in the residence halls.

Under the College Conduct Policy students are prohibited from reporting a false emergency which includes false reporting of fire, bomb, medical emergency, or any other emergency by means of activating a fire alarm or in any other manner. Students are also prohibited from tampering with fire and/or safety equipment, including elevators, elevator phones, smoke detectors and sprinkler systems. Resident students are further prohibited from hanging items on or within an 18 inch radius of the sprinkler pipes or detector heads.

All individuals on campus are prohibited from smoking in all campus buildings including the residence halls. Smoking is also prohibited in close proximity to any building on campus; therefore, the College has established designated smoking areas throughout campus.

Fire Safety Education and Training Programs

The Residence Life Staff receive fire safety and emergency response training during the fall semester. This training consists of an educational session with the fire extinguisher company focusing on the difference in fires and extinguishers, and an educational session with the Florham Park Fire Department's Fire Inspector focusing on origination points of fires and how to put out a fire safely. The training culminates with field training where staff members are given the opportunity to deploy a fire extinguisher against a live controlled fire set by the Florham Park Fire Department.

Prior to the first fire and evacuation drill held in the fall semester, residents of each floor are required to attend a mandatory floor meeting where information about (a) fire evacuation procedures, (b) designated evacuation meeting spots, (which are posted throughout the building and on the Community Assistant doors), (c) fire hazards and (d) prohibitions are thoroughly discussed. Additionally, upon fall check-in, resident students are given information on personal fire insurance provided by an external company. Residents can choose to insure their items from any damage should an emergency take place, since the College is only responsible for replacing College owned furnishings.

All residence hall rooms are equipped with evacuation maps posted on the back of the doors which indicate the primary and secondary exit routes on the floor in case of an emergency. Additionally, two building marshals are designated for the residence halls to assist in proper evacuation of the building should an emergency arise during the day. During evening hours the Assistant Director on duty and the

Community Assistants assist in the evacuation of the building and are responsible for a count of the resident students.

Missing Person Policy

In accordance with the Higher Education Opportunity Act of 2008, the College has implemented a Missing Persons Policy to establish procedures to respond to reports of a missing student. This policy applies to students who are deemed missing or absent from the College for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior or unusual circumstances that may have caused the absence. Such circumstances include, but are not limited to: a) reports or suspicions of foul play, b) evidence of suicidal thoughts, drug use, any life-threatening situations, or c) may have been with persons who could endanger the student's welfare.

A missing student should be reported to the Office of Vice President for Student Life Office and a missing staff member should be reported to the Director of Human Resources. Once a student or employee has been reported missing an investigation will begin. Along with the investigation, a CSE Advocate [Missing Person Report](#) is completed online to document the concern. Notification will be made to the individual(s) identified by the missing student or employee as her/his emergency contacts and if necessary the local law enforcement agency. In the event the student is under 18 years of age, the Vice President for Student Life or designee will be responsible for communicating with the parents or guardian.

Reportable Crimes

The following definitions are used for reporting crimes in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program:

CRIMINAL HOMICIDE:

Murder and Nonnegligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

SEX OFFENSES – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest – Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape – Nonforcible sexual intercourse with a person who is under the statutory age of consent.

ROBBERY:

The taking, or attempted taking, of anything of value from the care, custody, or control of a person or persons by force or violence and/or by putting the victim in fear.

AGGRAVATED ASSAULT:

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

DATING VIOLENCE:

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of relationship; the type of relationship; and frequency of interaction between the persons involved in the relationship. Any incident meeting this definition is considered a crime.

DOMESTIC VIOLENCE:

This term means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. Any incident meeting this definition is considered a crime.

STALKING:

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

BURGLARY:

The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

MOTOR VEHICLE THEFT:

The theft of a motor vehicle, including automobiles, trucks, motorcycles, and mopeds.

ARSON:

Any willful or malicious burning or attempt to burn, with or without intent to defraud, of property.

OTHER OFFENSES:

LIQUOR-LAW ARRESTS:

The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages. Does not include drunkenness or driving under the influence.

DRUG-LAW ARRESTS:

The violation of laws prohibiting the production, distribution, and/or use of certain controlled

substances and the equipment needed to produce or use them.

WEAPONS-LAW ARRESTS:

The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, knives, explosives, or other deadly weapons.

HATE CRIMES:

A crime reported to police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The possible categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and disability.

Category A: Murder and Non-negligent manslaughter; Sex offenses; Robbery; Aggravated assault; Burglary; Motor vehicle theft; Arson.

Category B: Larceny-theft; Simple assault; Intimidation; Destruction/damage/vandalism of property.

Crime Statistics

The numbers provided in the crime statistics for the College of Saint Elizabeth reflect incidents reported to Campus Security, Residence Life staff and/or the Florham Park and Morris Township Police Departments. The statistics reflect incidents on campus and incidents involving our students that the Florham Park and Morris Township Police Departments report to the College. The local Police provide data to the College regarding reportable crimes that occur in the immediate vicinity of campus boundaries. Under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, colleges are required to publish crime statistics in the following major categories. These statistics cover the period from January 1st to December 31st for the respective years. The College also files the crime statistics report with the Department of Education on an annual basis.

On-Campus: any building or property owned or controlled by the institution of higher learning within the same contiguous geographic area and used in direct support of educational purposes.

Public Property - all public property areas within the same contiguous geographic area of the institution, such as sidewalks, streets, or facility parking that is adjacent to the owned or controlled areas of the institution.

Non-Campus - any building or property, other than a branch campus, that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same contiguous geographic area of the institution.

2018 to 2016 Crime Statistics

2018 Violent Crimes Reported	On Campus	Public Property	Non-Campus	Totals	On-Campus Residence
Murder & Non-Negligent Manslaughter					
Negligence by Manslaughter					
Sex Offenses - Rape					
Forcible Fondling					
Statutory Rape					
Incest					
Robbery					
Aggravated Assault					
Domestic Violence					
Dating Violence	1			1	1
Stalking			1	1	
Burglary	1			1	1
Motor Vehicle Theft					
Arson					
Liquor Law Arrests					
Drug Law Arrests	6			6	
Weapons Possession Arrests					
Liquor Policy Violations	31			31	31
Drug Policy Violations	9			9	6
Weapons Policy Violations					
Hate Crimes: race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and disability					
Larceny-Theft					
Simple Assault					
Intimidation					
Destruction, Damage, or Vandalism of Property					

2017 Violent Crimes Reported	On Campus	Public Property	Non-Campus	Totals	On-Campus Residence
Murder & Non-Negligent Manslaughter					
Negligence by Manslaughter					
Sex Offenses - Rape					
Forcible Fondling	1			1	
Statutory Rape					
Incest					
Robbery					
Aggravated Assault					
Domestic Violence					
Dating Violence	4			4	4
Stalking					
Burglary					
Motor Vehicle Theft					
Arson					
Liquor Law Arrests					
Drug Law Arrests					
Weapons Possession Arrests					
Liquor Policy Violations	20			20	20
Drug Policy Violations	6			6	2
Weapons Policy Violations					
Hate Crimes: race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and disability					
Larceny-Theft					
Simple Assault					
Intimidation					
Destruction, Damage, or Vandalism of Property					

2016 Violent Crimes Reported	On Campus	Public Property	Non-Campus	Totals	On-Campus Residence
Murder/Negligent Manslaughter					
Non-negligent Manslaughter					
Sex Offenses - Rape	1			1	1
Forcible Fondling					
Statutory Rape					
Incest					
Robbery					
Aggravated Assault					
Domestic Violence					
Dating Violence	1			1	1
Stalking					
Burglary	3			3	3
Motor Vehicle Theft					
Arson					
Liquor Law Arrests					
Drug Law Arrests					
Weapons Possession Arrests					
Liquor Policy Violations	21			21	21
Drug Policy Violations	1			1	1
Weapons Policy Violations					
Hate Crimes: race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and disability					
Larceny-Theft					
Simple Assault					
Intimidation					
Destruction, Damage, or Vandalism of Property					

Unfounded Crimes:

Beginning with the 2015 Annual Security Report, the College is required to include statistics for the total number of crime report that were “unfounded” and subsequently withheld from crime statistics during each of the three most recent calendar years. A crime can be classified as unfounded only after a full investigation by a sworn or commissioned Law Enforcement personnel.

2016 – There were no unfounded crimes

2017 – There were no unfounded crimes

2018 – There were no unfounded crimes

Copies of this report are available in the following Campus Community locations:

- Business Office
- Office of Admissions
- Office of Human Resources
- Registrar’s Office
- Security Office
- Vice President for Academic Affairs
- Vice President for Enrollment Management - Financial Aid Office
- Vice President for Student Life

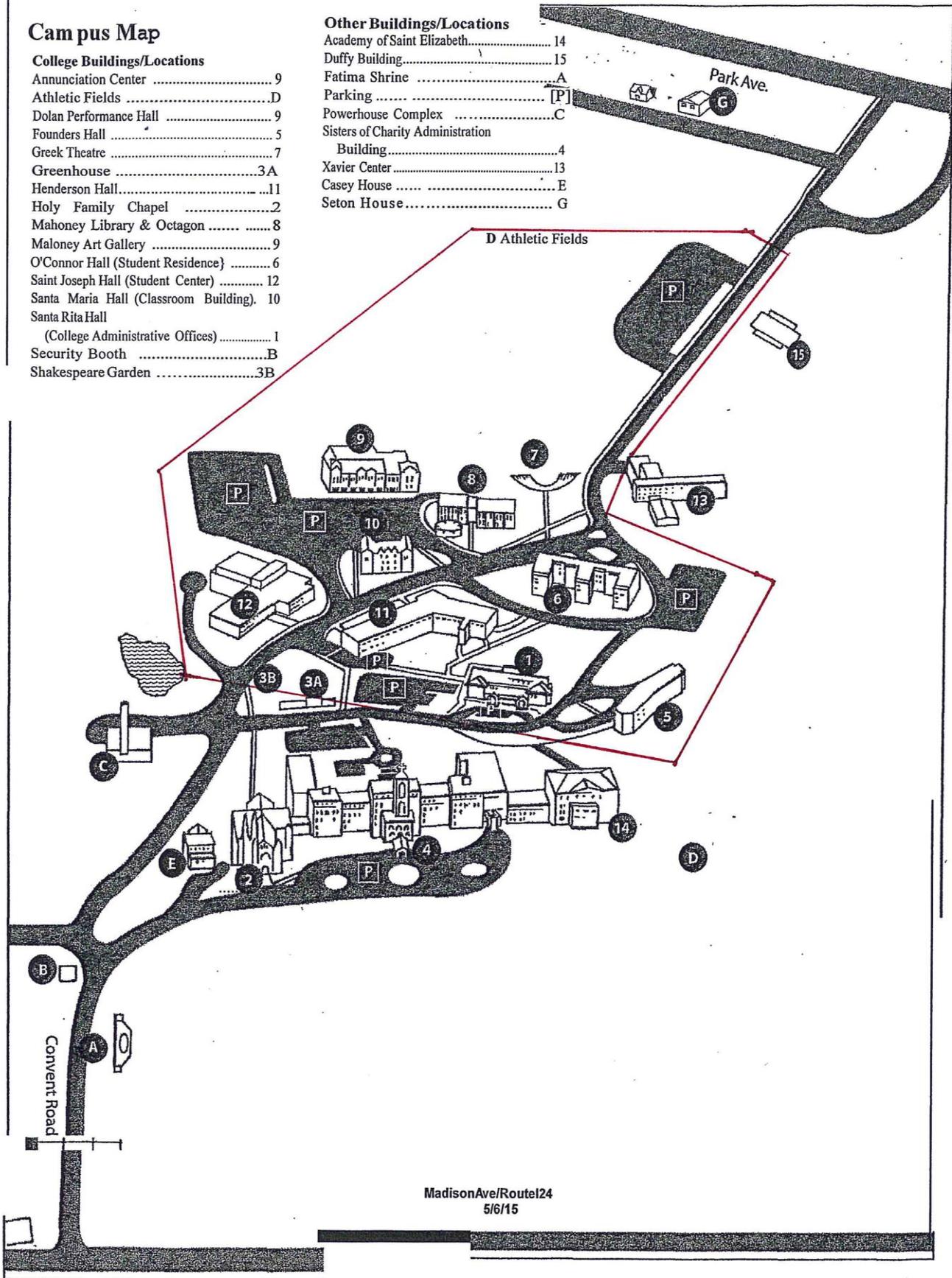
Campus Map

College Buildings/Locations

Annunciation Center	9
Athletic Fields	D
Dolan Performance Hall	9
Founders Hall	5
Greek Theatre	7
Greenhouse	3A
Henderson Hall.....	11
Holy Family Chapel	2
Mahoney Library & Octagon	8
Maloney Art Gallery	9
O'Connor Hall (Student Residence)	6
Saint Joseph Hall (Student Center)	12
Santa Maria Hall (Classroom Building). 10	
Santa Rita Hall	
(College Administrative Offices)	1
Security Booth	B
Shakespeare Garden	3B

Other Buildings/Locations

Academy of Saint Elizabeth.....	14
Duffy Building.....	15
Fatima Shrine	A
Parking	P
Powerhouse Complex	C
Sisters of Charity Administration	
Building.....	4
Xavier Center	13
Casey House	E
Seton House.....	G



Madison Ave/Route 24
5/6/15